

How to Post Inventory Adjustment

Posting the Inventory Adjustment means recording the entries of that transaction to the General Ledger Account Detail.

There are 2 ways on how to post the Inventory Adjustment. Each is shown below.

I. From Inventory Adjustment screen

1. Click **Post** in the Inventory Adjustment screen.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window. The 'Post' button in the top menu bar is highlighted in orange. Below the menu, there are tabs for 'Details', 'Comments', 'Attachments (0)', and 'Audit Log'. The 'Details' tab is active, showing fields for 'Location' (1000-Location A), 'Date' (03/18/2016), 'Adjustment Type' (Quantity Change), and 'Adjustment No.' (ADJ-4). A table of items is displayed below, with 'item A' selected. The table has columns: Item No., Description, Sub Location, Storage Location, Lot ID, UOM, Available Qty, Adjust Qty By, New Quantity, Unit Cost, and New Unit Cost.

Item No.	Description	Sub Location	Storage Location	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	Unit Cost	New Unit Cost
item A	non-lot tracked	Main	M-bin1		pound	90.00	-2.00	88.00	10.00	10.00

2. The Inventory Adjustment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window after the 'Post' action. The 'Unpost' button in the top menu bar is now highlighted in orange. The rest of the screen content remains the same as the previous screenshot.

II. From Recap Transaction screen

1. Click **Recap** in the Inventory Adjustment screen. This will open the **Recap Transaction** screen to give you preview on what the GL entries would be when this transaction is posted. Then click **Post**.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window with the 'Recap' button highlighted in the top menu bar. A red arrow points from the 'Recap' button to a smaller 'Recap Transaction' window that is open in the foreground. The 'Recap Transaction' window shows a preview of the GL entries that will be posted. It has a 'Post' button and a 'Close' button. Below these are fields for 'Date' (03/18/2016), 'Description', 'Currency', and 'Rate' (1.00). A table of GL entries is displayed below, with columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit.

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-295	ADJ-4	16000-1000		Inventories	0.00	20.00
2 BATCH-295	ADJ-4	80000-1000		Other Expenses	20.00	0.00

2. The **Recap Transaction** screen will automatically be closed.
3. The Inventory Adjustment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window after the 'Recap' action. The 'Unpost' button in the top menu bar is now highlighted in orange. The rest of the screen content remains the same as the previous screenshot.



You cannot Post an Inventory Adjustment for the following reasons.

>No open Fiscal Year or Fiscal Year Period that matched the Inventory Adjustment date.

>Inventory related GL Accounts setup are missing that will cause the entries to go unbalanced.

>You are trying to post transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.

Entity - iRely Admin

New Save Search Refresh Delete Undo Additional Archived Reports API Key Enable Two-Step Verification Close

Entity User Comments (0) Attachments (0) Audit Log (0)

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method:

Department:

Add Photo

Change Password

✓ Apply ✕ Cancel

New Password:

Confirm Password:

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

Settings

JIRA Username:

Dashboard Role: Administrator

Default Location: 1000-Location A

Default Role: ADMIN